



# Inside SFA

*How YOU Help Put America Through School*

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## **No More Timesheets!**

Starting in late July, you won't have to fill out a timesheet anymore. For six months, we'll be testing an exception-based reporting system. We're excited about it and hope you are, too.

Exception-based reporting means that you only have to fill out a timesheet if you take leave or work extra hours (including credit and compensatory hours). If you work your regular schedule, you don't have to fill out a timesheet, and you still get paid.

To make sure this works, we'll be asking you for feedback. The new system moves us one step closer to creating a better work environment and increasing efficiency and employee trust. It also means a reduction in timekeeper responsibilities, paperwork and payroll errors.

Other organizations — like the Labor Department, National Institutes of Health, and the Patent and Trademark Office — have switched to exception-based reporting with good results.

To prepare timekeepers, we'll hold a half-day training course. During this hands-on training, timekeepers will learn pay code definitions and develop a better understanding of our time and attendance system. The training will occur in Washington and Denver. In Washington, training will be offered twice daily during the week of July 9<sup>th</sup>. In Denver, there will be a morning and afternoon session offered on July 20<sup>th</sup> only. Timekeepers only need to attend one half-day session — in either the morning **or** afternoon. We'll be sending a more detailed schedule closer to the training dates.

We'll also offer three one-hour information sessions on exception-based reporting in late July. These sessions will give timekeepers and supervisors a chance to ask any questions they may have about the new system. Regional timekeepers and supervisors will attend via conference call. Details on the information sessions will come later.

During the testing period, coaches will help timekeepers with the new system. Timekeepers who have agreed to coach are Janet Sharps, Debbie May, Scarlett Brock and Tia Prue.

We encourage your feedback. We've anticipated some of your initial concerns and answered them below. If you have others, please email Monica Woods or give her a call at (202) 205-2289.

### **Questions and Answers**

#### **1) Will timekeepers' responsibilities change?**

No. Each timekeeper will continue to:

- Collect forms and timesheets that reflect approved leave and extra hours worked.
- Enter data in the time and attendance system to reflect leave taken and extra hours worked.
- Make changes in the time and attendance system to regular work schedules upon supervisory approval.

Our system currently requires only exception entries. Each employee's regular work schedule should already be loaded as the system's default setting. So, if an employee doesn't work extra hours or take leave, the timekeeper won't need to enter any data.

#### **2) What do I do to report my time?**

You should work your regular work schedule, as approved by your supervisor. If you take leave or work extra hours during a pay period, you'll need to turn in a completed leave or overtime form to your timekeeper **before** the end of that pay period. If you work credit hours, you'll need to record those hours on a timesheet.

You are also expected to inform your timekeeper of any **significant** changes (as approved by your supervisor) to your regular work schedule. (A significant change is one hour or more.) For example, if you change from working 8 hours a day to 9 hours a day, you will need to notify your timekeeper so he can make the change in the time and attendance system.

However, if you change your starting and ending times, without changing the number of hours worked in a day (for example, if you change your hours from 8:00 – 4:30 to 8:30 – 5:00), you won't need to notify your timekeeper.

### **3) What role will supervisors play?**

Supervisors will continue to electronically verify the data entered in the time and attendance system. Supervisors will also continue to approve leave taken, extra hours earned and changes to work schedules.

### **4) Will supervisors have the flexibility to exclude employees from participating in exception-based reporting?**

Yes. If a supervisor suspects that an employee is abusing the system, she can require that person to turn in timesheets.

### **5) What happens next?**

- Before the new system begins in July, timekeepers will need to verify in the time and attendance system that they have the official record of regular working hours for every employee for whom they are responsible. If changes need to be made to an employee's regular work schedule, the timekeeper will need to fill out a "Time and Attendance Preprint Change Notice" and submit it to Tina Hunter (ROB-3, room 4004) or fax it to (202) 708-7970. To receive a preprint change notice, please call Janet Sharps at (202) 260-6536.
- In July, timekeepers will need to attend one of the training sessions. Timekeepers or supervisors with questions about exception-based reporting can join one of the information sessions.